NEW EMPLOYEE ORIENTATION PACKET
SMALL AGENCY RESOURCE TEAM

› AGENCY OVERVIEW
THINGS YOU NEED TO KNOW ABOUT SmART

› POLICIES
EMPLOYEE SAFETY, POLICIES & DATA PRACTICES

› PAYROLL
SELF-SERVICE, PTO, HOLIDAYS & SICK LEAVE

› BENEFITS
MEDICAL/DENTAL INSURANCE, RETIREMENT & LIFE

Welcome to
SmART
SMALL AGENCY RESOURCE TEAM
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Agency Overview

PLACE
AGENCY
SPECIFIC
OVERVIEW
HERE!
Getting Around the Capitol

The Capitol Complex
Below is a map of the Minnesota State Capitol Complex. Complex buildings are shown in gray, and parking lots and facilities are shown in yellow. Parking facilities with a (P) icon include public parking spaces for use by visitors and members of the public.

Additional maps can be found on the Admin website under Government Services > Buildings and Grounds > Maps.
The Capitol Tunnel System
An underground tunnel system connects the buildings on the State Capitol Complex. Signs in buildings will generally point you to tunnel entrances and connections. See the image below for a map of tunnel routes and see the notes below for more details.

NOTE #1 Administration Parking Ramp: From Capitol, tunnel enters Level B of Administration Parking Ramp. Keycard access to Administration Building Ground Floor from Ramp’s east stairway on Ramp Level E.

NOTE #2 MN Senate Building: Tunnel entrance to Ground Floor - enter the MSB elevator/stairs across from University tunnel entrance, will bring you to Ground floor of MN Senate Building and public disability parking level.

NOTE #3 Capitol Building: Keycard access only to Capitol Building from Administration Ramp. In Capitol Ground Floor hallway, tunnel to Administration Ramp and Roundhouse marked by direction sign reading “Café, Parking Lot Tunnel.”

NOTE #4 Transportation Building: Access to ground floor of Transportation Building from ground level of Ramp F.

NOTE #5 Transportation Building: From State Office Building, enter on Ground Floor of Transportation Building and follow hallway past Cafeteria to Elevator Lobby area. Across from elevators is a stairway door. To right of door is a sign reading “Tunnel to Veterans Service Bldg. next level down.” Take stairway to “Level B” of Transportation Building. Exit stairway to left in elevator lobby. Go to carpeted area, then turn left in front of small vending machine area. Tunnel to Veterans Service Building directly ahead. Elevators in Transportation Building are accessible only with a keycard.

NOTE #6 Centennial Office Building: From Veterans Service Building, enter Centennial Building on Level B. Turn left at first hallway, then proceed to elevator lobby. Immediately behind elevator lobby north side is a stairway. Take either elevator or stairway to Ground floor. Immediately east of north side elevators is a hallway door. Labeling above the door reads “Tunnel to Judicial Center.”

NOTE #7 Freeman Office Building: Access to Freeman Office Building through east side, Green Level, Centennial Ramp.

NOTE #8 Stassen Building: Access to Stassen Building from the 14th St. Ramp.
Employee Wellness

Current State of Minnesota Wellness Offerings

State of Minnesota Health and Wellbeing solutions
A listing of health and wellbeing solutions for state employees can be found available online at https://mn.gov/mmb/segip/health-and-well-being/employees.jsp.

Employee Assistance Programs (EAP)
The state of Minnesota offers two Employee Assistance Programs: Work/Life Counseling for work and personal life matters and Organizational Health for leadership and workplace consultation. More information can be found online at https://mn.gov/mmb/segip/health-and-well-being/eap/.

LifeMatters Services
LifeMatters is a resource available to all state employees. It offers counseling to address stress, depression, personal problems, alcohol or drug dependency, workplace conflicts, financial consultation, legal consultation and more. For more information, please visit www.mylifematters.com and use the password stmn1 or call 651-259-3840 or 1-800-657-3719.
Policy Overview

Mandatory Training

CODE OF CONDUCT/CODE OF ETHICS
The Code of Conduct and the Code of Ethics are some of management’s most important tools for establishing a strong control environment. The codes set an appropriate “tone at the top” by: outlining the standards and expectations regarding employee honesty, integrity, and ethical behavior; and by providing mechanisms for employees to report questionable or improper activities and behaviors. You are required to register for and take the online training which is available through the “Enterprise Learning Mgmt” link in Employee Self Service.

- **You must complete this training within two weeks of hire and take the recertification annually thereafter.**

HARASSMENT & DISCRIMINATION PROHIBITED #1436 AND SEXUAL HARASSMENT PROHIBITED #1329
The State of MN is committed to providing a safe work environment where every employee is treated with dignity and respect. We strictly prohibit any form of harassment or discrimination against state employees. To that end, employees are required to review and acknowledge the state policies (HR/LR Policy #1436 and #1329) prohibiting harassment, discrimination, and sexual harassment. You are required to register for and take the online training which is available through the “Enterprise Learning Mgmt” link in Employee Self Service.

RESPECTFUL WORKPLACE POLICY #1432
The State of Minnesota is committed to providing a positive environment in which all staff, members of the public and others doing business with the state are treated with professionalism and respect. To that end, employees are required to review and acknowledge HR/LR Policy #1432, Respectful Workplace. You are required to register for and take the online training, which is available through the “Enterprise Learning Mgmt” link in Employee Self Service.

SANS: SECURING THE HUMAN IT SECURITY AND AWARENESS TRAINING
Once each year MN.IT Services provides online information security awareness training for staff which requires an hour or so of your time. With so much in cyber security happening every day we all need to be aware of security issues. Security is everyone’s responsibility! All Executive branch agencies have a responsibility to comply with the Security and Awareness Training Standard. SANs Securing the Human is online training comprised of several small videos on a variety of topics.
Other Miscellaneous Policies

APPROPRIATE USE OF ELECTRONIC COMMUNICATIONS & TECHNOLOGY POLICY #1423
The State of Minnesota provides a variety of electronic tools for employees whose job performance requires or would be enhanced by the use of its technology. The policy memorandum governs access to and the appropriate use of State-provided electronic tools and technology at all times, including both work and non-work time, by State employees in the executive branch, consultants, and contractors. For more detailed information, visit https://mn.gov/mmb/assets/1423-appropuseoftechpdf_tcm1059-322068.pdf

STATE POLICY ON ALCOHOL & OTHER DRUG USE BY STATE EMPLOYEES POLICY #1418
No employee shall report to work under the influence of alcohol, marijuana, controlled substances, or other drugs which affect his or her alertness, coordination, reaction, response, judgment, decision-making, or safety. For more detailed information, visit: https://mn.gov/mmb/assets/1418-DrugAndAlcoholPolicy_tcm1059-324641.pdf#false

SMOKING/TOBACCO USE POLICY – STATE LAW, ADMIN POLICY #02
There is no smoking allowed in state buildings, loading docks, handicap access ramps, or at front entrances of buildings. Smoking includes lighted cigarettes, cigars, pipes, or any other lighted smoking materials. For more detailed information, visit http://mn.gov/admin/images/Policy-Smoking-And-Tobacco-Use-A.pdf.

DISCRIMINATORY HARASSMENT - STATE ADMINISTRATIVE PROCEDURE 1.2
Discriminatory harassment is behavior based on protected class status that is unwelcome, personally offensive, insulting, or demeaning, and that unreasonably interferes with an individual’s work performance or creates an intimidating, hostile, or offensive work environment. It is the policy of the Minnesota Department of Administration to maintain a work environment free from discriminatory harassment based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age. For more detailed information, visit https://mn.gov/mmb-stat/policies/1436-harassmentdiscriminationprohibited.pdf

• Complaints: When an employee has reason to believe that he or she has been subjected to protected class discrimination and/or harassment, the employee should report such incidents in accordance with agency policy to Lenora Madigan, Acting Human Resources Director, at lenora.madigan@state.mn.us or 651/201-8030. Employees can be assured there will be no retaliation for making a complaint.

CODE OF ETHICS
The Code of Ethics establishes regulations for all state employees to avoid conflict of interest between job responsibilities and personal interests. Employees in the executive branch in the course of or in relation to their official duties shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future employment or other future benefit from any source, except the state for any activity related to the duties of the employee unless otherwise provided by law. For more information, visit https://www.revisor.leg.state.mn.us/statutes/?id=43A.38.

REASONABLE ACCOMMODATION - STATE POLICY #1433
The Department of Administration will provide accommodations to qualified employees and job applicants with disabilities when such accommodations are directly related to performing a job or competing for a job on an equal basis. For more information, please visit https://mn.gov/mmb-stat/equal-opportunity/ada/1433-reasonable-accommodation.pdf
FAMILY MEDICAL LEAVE ACT (FMLA) - STATE POLICY #1409
Every fiscal year, the State of Minnesota will provide up to 12 weeks of job-protected leave to “eligible” employees for certain family and medical reasons consistent with the FMLA, relevant State law, and collective bargaining agreements and plans. In addition, an eligible employee is entitled to 26 workweeks of leave in a single 12 month period to care for a covered service member with a serious injury or illness. For more detailed information, visit https://mn.gov/mmb/assets/1409-fmlapolconsolidatedpdf_tcm1059-321994.pdf

DATA PRACTICES SECURITY OF NOT PUBLIC DATA POLICY
The Data Practices Security of Not Public Data policy identifies and describes all not public data on individuals maintained by Admin. Employees listed in this Data Inventory, the Responsible Authority and the Data Practices Compliance Official (DPCO) may have access to all not public data maintained by Admin, if necessary, for specified duties. Any access of not public data by the Responsible Authority or the DPCO will be strictly limited to the data necessary to complete the work assignment. If a division maintains not public data that all employees within its division do not have a work assignment to access to the data, the division will ensure that the not public data are secure. For more information, please visit http://mn.gov/admin/images/13_05_policy_admin.pdf.

- Please be sure to sign and turn in the Miscellaneous Policies form!
The **Data Practices Act** (Minnesota Statutes, Chapter 13) regulates how government handles information (data) it collects, creates, keeps, or discloses to operate programs and provide services.

**Government data** is a term that means all recorded information a government entity has, including paper, email, CDs, photos, etc. All government data must be kept in a way that makes it easy to provide appropriate access to the data.

The Data Practices Act helps maintain a proper balance of the government’s need to have and use data to do its work, the public’s right to know about the activities of their government, and the privacy rights of certain individuals about whom the government has data.

**Official Records and Records Management**

The **Official Records Act** (Minnesota Statutes, section 15.17) requires government employees to create and keep records to document their official activities. **Official records** allow the public to understand what their government is doing and why and help you understand why actions were taken in the past. Like government data, official records can be stored in any format. However, not all government data are official records. It is up to the entity to decide which data are official records.

The **Records Management Statute** (Minnesota Statutes, section 138.17) talks about establishing and adopting records **retention schedule** to properly dispose of government data that are official records. A records retention schedule is a plan that lists a government entity’s official records and explains how long they must be kept.

**Public Data vs. Not Public Data**

One of the most important things to remember about data practices is that all government data are presumed to be public unless there is a specific Minnesota statute or federal law that says that the data are not public.

For example, **personnel data** are data about all government employees. Personnel data are both public (a government employee’s name and salary) and not public (an employee’s home address and personal phone number). Anyone can look at and get copies of public data for any reason. People are not required to tell you who they are or why they want the data. Only certain people authorized by law are allowed to see and share not public data.

**Protecting Not Public Data**

If you have access to not public data as part of your job, consider the following:

- Do not discuss not public data with co-workers who don’t need to know about the data
- Do not leave papers with not public data on a shared copier, printer, or fax machine
- Keep copies of not public data out of plain view
- Use locked file cabinets for not public data
- Password protect your computer and lock screens when away from your desk

**Requests for Government Data**

When members of the public ask to see or have copies of data, government must provide access as soon as reasonably possible.

When an individual asks to see or have copies of data about him or her, government must provide access within 10 business days.

Government is not allowed to charge someone to only look at data. Government is permitted to charge for copies to recoup costs. The law sets requirements for the cost of copies.

**Know Your Resources**

Your most important responsibility is to ask your manager or supervisor if you have questions about anything related to data practices.

Employee Safety

EMERGENCIES
If you find yourself in an emergency, do the following:

- Call 9-911 (give address, room number)
- Then call Capitol Security at 9-651-296-2100 (Give building location, room number)
- You can also call Capitol Security at 9-651-296-6741. Note: This is a non-emergency number for escorts and information.

Medical Emergencies
Call 9-911 and Capitol Security. Defibrillators (AEDs) are located within buildings, as well as CPR/AED trained individuals within buildings.

Fire Emergencies
If you hear a fire alarm or see smoke or fire, find the nearest exit and follow directions of floor monitors. Use fire extinguishers only if trained and have an exit available. Please consult your supervisor for information regarding your evacuation relocation site

Severe Weather Emergencies
Follow directions of floor monitors, evacuate to lowest level and stay away from windows

Other Emergencies
Follow directions of floor monitors or announcements on PA system

There is a potential that employees may need to perform work during emergency situations. Discuss your department’s Continuity of Operations Plan (COOP) with your supervisor.

Emergency Resources
- Admin Emergency Information Line: 866-901-7705 (receive updates about emergency)
- Admin Family Message Line: 866-396-9961 (family members can leave messages for employee)

WORKPLACE SAFETY
It’s our goal to ensure a safe workplace for all thereby reducing injuries and worker’s compensation claims.

What’s expected of you?
Report unsafe conditions and incidents to your supervisor. Follow safe work practices. Ask questions if you don’t understand. Wear appropriate personal protective equipment.

Safety Policies
Safety policies for Admin are listed at https://mn.gov/admin/employees/hr/employees/policies/safety/
Reporting Injuries
Report any potential work related injury or illness to your supervisor as soon as possible. If medical attention is required for a work-related injury, you should go to one of our designated providers (see yellow posters in work areas or go to https://mn.gov/admin/government/risk/workers-comp/corvel-information/)

MN Occupational Health is available from 8:00 a.m. to 6:00 p.m. Monday through Friday.

Admin Safety Committee
The Admin Safety Committee meets the first Thursday of each month. Meeting minutes and additional information is available on the Admin Human Resources website. Direct your browser to http://mn.gov/admin/employees/hr/employees/safety/safety-committee/.

OTHER SAFETY TOPICS

Violence in the Workplace
It is our goal to achieve a work environment which is free from threats and acts of violence. The Department of Administration will not tolerate workplace violence of any type, from any source. This includes threatening or violent actions by employees directed against other employees, department customers, or other workplace visitors, and by department customers or visitors directed against department employees.

Contact Capitol Security or St. Paul Police for immediate assistance. Report incidents and threats as soon as possible to your supervisor, manager or Human Resources.

Ergonomics
Ergonomic evaluations of employee workstations are available for all employees. Contact the Human Resources office at 651-259-3700 for an assessment.

Information about setting up an ergonomic workstation is also available on the Admin website under Government Services > Risk Management > Safety and Loss Control > Ergonomics.

Defensive Driving
An interactive online training course on defensive driving and safety behind the wheel is available for employees at mn.gov/mnsafe/def_driving.

CONTACT INFORMATION
If you have questions about safety or need support, contact Ajeet Yadav, Safety Administrator, at 651-201-8211 or at Ajeet.Yadav@state.mn.us
Payroll Overview

Use the Payroll Calendar included in the back of this packet to reference timecard due dates and direct deposit dates.

Types of Time Off

1. Vacation
   - Vacation days are defined as pre-approved, planned days off
   - An employee may not use vacation until completing six months of service in a vacation eligible status
   - Please reference your contract for more specific information

2. Sick Leave
   - Sick leave applies to illness, contagious disease, doctor’s appointments, dentist appointments, surgery, and other medical emergencies
   - Please reference your contract for more specific information

3. Holiday Pay
   - Employee must be in full pay status (sick, vacation, comp. time, or regular codes) for the full shift the scheduled day before and the next scheduled day after the holiday (or floating holiday). If the employee is not in full pay status on both of those days, they are not entitled to any holiday pay.
   - Floating holidays can be used around holidays
   - Please reference your contract for more specific information

Payroll Coding at a Glance

For more codes, refer to the time card sheet on the employee self-service website.

REG    Regular
HOL    Holiday
SIK    Sick Leave Taken
VAC    Vacation Leave Taken
FLH    Floating Holiday
ETL    Leave without Pay
OTR    Cash Overtime @ 1.5 Earned
OT1    Cash Overtime @ 1.0 Earned
C15    Comp Time @ 1.5 Earned
CE1    Comp Time @ 1.0 Earned
CT1    Comp Time Taken
Employee Self-Service

The Employee Self Service website is your primary tool to access and review payroll and benefits information. You can use it to complete your timesheets, review your paystubs and benefits information, and in some cases, even make enrollments and changes. The site can be accessed at: http://mn.gov/selfservice

To login, use your employee ID (8 digits) and a password usually the last four digits of an employee’s SSN followed by the letters MN and two exclamation points (For example, 1234MN!!).

Below are some examples of what you will find on the site under each of the following links:

**My Paystub**
- View paystubs, current and prior earning statements.

**Time Entry**
- Enter time worked and leave taken

**Benefits**
- Review benefits Enrollment
- Review benefits summary, and Dependent/Beneficiary coverage

**My Personal Information**
- Personal information summary
- Home and mailing address, phone numbers, e-mail address

**Other Payroll**
- Direct Deposit
- W-4, MW-R
- W-2 (current and prior years)
- Savings plans
- Charitable contributions
- Leave donations
- Deferred compensation
- Payroll forms
- Business expense reports

**Leave Balances**
- View your current and previous leave balances

**Announcements**
- Watch for announcements regarding your pay and benefits

**My Profile**
- Change your password

**ELM/Learning**
- View and maintain learning records and objectives
- Browse and search the learning catalog

**Careers**
- Search and apply for jobs
Investment and Saving Plan Overview

MN State Retirement System (MSRS)

The General Employees Retirement Plan (General Plan) is the largest retirement plan administered by MSRS. The General Plan provides retirement, survivor, and disability coverage for state employees.

For additional information regarding the Minnesota State Retirement System, please visit www.msrs.state.mn.us or call 651-296-2761.

Health Care Savings Plan

The Health Care Savings Plan (HCSP), administered by MSRS, offers you the opportunity to make the most of each dollar you set aside for healthcare expenses. More than a savings account, the HCSP is an individual, tax-free account to be used for reimbursement of post-employment medical expenses.

For additional information regarding the Health Care Savings Plant, please visit www.msrs.state.mn.us, or call 651-296-2761.

Minnesota State Deferred Compensation Plan (optional)

With this plan, pre-taxed dollars are taken out of paychecks to go toward retirement. The union plans will match to certain amounts (see below).

Matching Contributions (once a year)
AFSCME - $175
MAPE - $200
MMA - $300
MGEC - $300
MGR - $300 or Vacation Conversion
COMM - $300 or Vacation Conversion

For additional information regarding the Minnesota Deferred Compensation Plan, please visit https://www.msrs.state.mn.us/mndcp or call 651-296-2761
The SEGIP Insurance & Wellness website has insurance information available for new hires and rehired employees to review online on the Minnesota Management & Budget website at http://www.mn.gov/mmb/segip/index.jsp. Or you may call 651-355-0100 for more information.

In order to complete your Personal Enrollment Form, review the information contained in “Your Employee Benefits.” You can access this information by going to the MMB website at https://mn.gov/mmb-stat/segip/doc/YEB.pdf. You should review this information to make an educated decision regarding your insurance elections.

### Health Plan Monthly Rates

<table>
<thead>
<tr>
<th>HEALTH PLAN</th>
<th>Employee Coverage</th>
<th>Dependent Coverage</th>
<th>Family Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total</td>
<td>State Emp.</td>
<td>Total State Emp.</td>
</tr>
<tr>
<td>Advantage Blue Cross</td>
<td>649.72</td>
<td>617.24 32.48</td>
<td>1260.90 1071.76</td>
</tr>
<tr>
<td>Advantage Health Partners</td>
<td>649.72</td>
<td>617.24 32.48</td>
<td>1260.90 1071.76</td>
</tr>
<tr>
<td>Advantage PreferredOne</td>
<td>649.72</td>
<td>617.24 32.48</td>
<td>1260.90 1071.76</td>
</tr>
</tbody>
</table>

### Dental Plan Monthly Rates

<table>
<thead>
<tr>
<th>DENTAL PLAN</th>
<th>Employee Coverage</th>
<th>Dependent Coverage</th>
<th>Family Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total</td>
<td>State Emp.</td>
<td>Total State Emp.</td>
</tr>
<tr>
<td>State Dental Plan</td>
<td>39.84</td>
<td>26.34 13.50</td>
<td>78.04 39.02</td>
</tr>
<tr>
<td>Health Partners Dental</td>
<td>39.84</td>
<td>26.34 13.50</td>
<td>78.04 39.02</td>
</tr>
</tbody>
</table>

### 2019 Short-Term Disability Insurance:

<table>
<thead>
<tr>
<th>Monthly Benefit</th>
<th>Group A semi-monthly</th>
<th>Group B &amp; C Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2019 Long-Term Disability Insurance:

<table>
<thead>
<tr>
<th>Gross Annual Salary</th>
<th>Max. monthly benefit from all sources</th>
<th>Max. monthly benefit payable</th>
<th>Semi-monthly cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Insurance Eligibility Date:</th>
<th>Basic Life Insurance:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Optional Pre-tax and Flexible Spending Accounts: Health and Dental Premium Account, Dependent Care Expense Account (day care), and Transit Expense Accounts.
Optional Employee or Spouse Life Insurance
For more information on participation in the Group Life Insurance Policy, please visit [https://mn.gov/mmb/segip/benefits/life-insurance/](https://mn.gov/mmb/segip/benefits/life-insurance/).

**Per $5,000 in Coverage**

<table>
<thead>
<tr>
<th>Age of Employee or Spouse</th>
<th>Monthly</th>
<th>Semi-Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>under age 30</td>
<td>0.30</td>
<td>0.15</td>
</tr>
<tr>
<td>age 30 - 34</td>
<td>0.40</td>
<td>0.20</td>
</tr>
<tr>
<td>age 35 - 39</td>
<td>0.46</td>
<td>0.23</td>
</tr>
<tr>
<td>age 40 - 44</td>
<td>0.56</td>
<td>0.28</td>
</tr>
<tr>
<td>Age 45 – 49</td>
<td>0.96</td>
<td>0.48</td>
</tr>
<tr>
<td>Age 50 – 54</td>
<td>1.76</td>
<td>0.88</td>
</tr>
<tr>
<td>Age 55 – 59</td>
<td>2.76</td>
<td>1.38</td>
</tr>
<tr>
<td>Age 60 – 64</td>
<td>4.50</td>
<td>2.25</td>
</tr>
<tr>
<td>Age 65 – 69</td>
<td>7.26</td>
<td>3.63</td>
</tr>
<tr>
<td>Age 70 – 74</td>
<td>11.76</td>
<td>5.88</td>
</tr>
<tr>
<td>Age 75 – 79</td>
<td>19.00</td>
<td>9.50</td>
</tr>
<tr>
<td>Age 80 – 84</td>
<td>30.76</td>
<td>15.38</td>
</tr>
<tr>
<td>Age 85- 89</td>
<td>61.50</td>
<td>30.75</td>
</tr>
</tbody>
</table>

**Child Life Insurance**

<table>
<thead>
<tr>
<th>Coverage Amount</th>
<th>Monthly</th>
<th>Semi - Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000</td>
<td>0.84</td>
<td>0.42</td>
</tr>
</tbody>
</table>

**Accidental Death and Dismemberment Insurance**

Cost for $5,000 in coverage

<table>
<thead>
<tr>
<th>Monthly</th>
<th>Semi - Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.16</td>
<td>0.08</td>
</tr>
</tbody>
</table>
## 2019 Minnesota Advantage Health Plan Schedule of Benefits

### 2019 Benefit Provision

<table>
<thead>
<tr>
<th>Cost Level 1 - You Pay</th>
<th>Cost Level 2 - You Pay</th>
<th>Cost Level 3 - You Pay</th>
<th>Cost Level 4 - You Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Preventive Care Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Routine medical exams, cancer screening</td>
<td>Nothing</td>
<td>Nothing</td>
<td>Nothing</td>
</tr>
<tr>
<td>• Child health preventive services, routine immunizations</td>
<td>Nothing</td>
<td>Nothing</td>
<td>Nothing</td>
</tr>
<tr>
<td>• Prenatal and postnatal care and exams</td>
<td>Nothing</td>
<td>Nothing</td>
<td>Nothing</td>
</tr>
<tr>
<td>• Adult immunizations</td>
<td>Nothing</td>
<td>Nothing</td>
<td>Nothing</td>
</tr>
<tr>
<td>• Routine eye and hearing exams</td>
<td>Nothing</td>
<td>Nothing</td>
<td>Nothing</td>
</tr>
<tr>
<td><strong>B. Annual First Dollar Deductible (single/family)</strong></td>
<td>$150/300</td>
<td>$250/500</td>
<td>$550/1,100</td>
</tr>
<tr>
<td><strong>C. Office visits for Illness/Injury, for Outpatient Physical, Occupational or Speech Therapy, and Urgent Care</strong></td>
<td>$25/30* copay per visit Annual deductible applies</td>
<td>$30/35* copay per visit Annual deductible applies</td>
<td>$60/65* copay per visit Annual deductible applies</td>
</tr>
<tr>
<td>• Outpatient visits in a physician’s office</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Chiropractic services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Outpatient mental health and chemical dependency</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Urgent Care clinic visits (in &amp; out of network)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D. In-network Convenience Clinics &amp; Online Care (deductible waived)</strong></td>
<td>Nothing</td>
<td>Nothing</td>
<td>Nothing</td>
</tr>
<tr>
<td><strong>E. Emergency Care (in or out-of-network)</strong></td>
<td>$100 copay Annual deductible applies</td>
<td>$100 copay Annual deductible applies</td>
<td>$100 copay Annual deductible applies</td>
</tr>
<tr>
<td>• Emergency care received in a hospital emergency room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>F. Inpatient Hospital Copay (waived for admission to Center of Excellence)</strong></td>
<td>$100 copay Annual deductible applies</td>
<td>$200 copay Annual deductible applies</td>
<td>$500 copay Annual deductible applies</td>
</tr>
<tr>
<td><strong>G. Outpatient Surgery Copay</strong></td>
<td>$60 copay Annual deductible applies</td>
<td>$120 copay Annual deductible applies</td>
<td>$250 copay Annual deductible applies</td>
</tr>
<tr>
<td><strong>H. Hospice and Skilled Nursing Facility (deductible waived)</strong></td>
<td>Nothing</td>
<td>Nothing</td>
<td>Nothing</td>
</tr>
<tr>
<td><strong>I. Prosthetics, Durable Medical Equipment</strong></td>
<td>20% coinsurance Not subject to annual deductible</td>
<td>20% coinsurance Not subject to annual deductible</td>
<td>20% coinsurance Not subject to annual deductible</td>
</tr>
<tr>
<td><strong>J. Lab (including allergy shots), Pathology, and X-ray (not included as part of preventive care and not subject to office visit or facility copayments)</strong></td>
<td>5% coinsurance Annual deductible applies</td>
<td>5% coinsurance Annual deductible applies</td>
<td>20% coinsurance Annual deductible applies</td>
</tr>
<tr>
<td><strong>K. MRI/CT Scans</strong></td>
<td>5% coinsurance Annual deductible applies</td>
<td>10% coinsurance Annual deductible applies</td>
<td>20% coinsurance Annual deductible applies</td>
</tr>
<tr>
<td><strong>L. Other expenses not covered in A-K above, including but not limited to:</strong></td>
<td>5% coinsurance Annual deductible applies</td>
<td>5% coinsurance Annual deductible applies</td>
<td>20% coinsurance Annual deductible applies</td>
</tr>
<tr>
<td>• Ambulance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Home Health Care</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Outpatient Hospital Services (non-surgical)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Radiation/chemotherapy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Dialysis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Day treatment for mental health and chemical dependency</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Other diagnostic or treatment related outpatient services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>M. Prescription Drugs</strong></td>
<td>$14/25/50</td>
<td>$14/25/50</td>
<td>$14/25/50</td>
</tr>
<tr>
<td>30-day supply of Tier 1, Tier 2, or Tier 3 prescription drugs, including insulin, or a 3-cycle supply of oral contraceptives Note: all Tier 1 generic and select branded oral contraceptives are covered at no cost.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>N. Plan Maximum Out-of-Pocket Expense for Prescription Drugs (excludes PKU, Infertility) (single/family)</strong></td>
<td>$800/1,600</td>
<td>$800/1,600</td>
<td>$800/1,600</td>
</tr>
</tbody>
</table>
**Employees who complete the Health Assessment during Open Enrollment and agree to a health coaching call receive the lower office visit copayment for themselves and covered dependents. Employees hired after the close of Open Enrollment will automatically receive the lower copayment.**

This chart applies only to in-network coverage. Point-of-Service (POS), coverage is available only to members whose permanent residence is outside both the State of Minnesota and the Advantage plan’s service area. This category includes employees temporarily residing outside Minnesota on temporary assignment or paid leave (including sabbatical); and college students. It also applies to dependent children and spouses permanently residing outside the service area. Members enrolled in this category pay a $350 single or $700 family deductible and 30% coinsurance to the out-of-pocket maximum described in Section O above. Members pay the drug copayment described at Section M above to the out-of-pocket maximum described at Section N. This benefit must be requested.

The Advantage Plan offers a standard set of benefits regardless of the selected carrier. There are differences in how each carrier administers the benefits, including the transplant benefit, in the referral and diagnosis coding patterns of primary care clinics, and in the definition of Allowed Amount.

<table>
<thead>
<tr>
<th>O. Plan Maximum Out-of-Pocket Expense (excluding prescription drugs) (single/family)</th>
<th>$1,200/2,400</th>
<th>$1,200/2,400</th>
<th>$1,600/3,200</th>
<th>$2,600/5,200</th>
</tr>
</thead>
</table>
### Dental Schedule of Benefits for 2019

**Annual Maximum** per person $2,000 (does not apply to Orthodontia).

**Orthodontics Lifetime Maximum** per person $2,400 (does not start over if you change dental plans).

<table>
<thead>
<tr>
<th></th>
<th>In-network Benefits</th>
<th>Out-of-network Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Deductible</td>
<td>$50 per person</td>
<td>$125 per person</td>
</tr>
<tr>
<td></td>
<td>$150 per family</td>
<td></td>
</tr>
</tbody>
</table>

#### Diagnostic and preventive care (deductible does not apply)

<table>
<thead>
<tr>
<th>Covered Services</th>
<th>In-network Benefits</th>
<th>Out-of-network Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preventive care; examinations, x-rays, oral hygiene &amp; teeth cleaning</td>
<td>100% coverage</td>
<td>50% coverage of the allowed amount</td>
</tr>
<tr>
<td>Fluoride treatment (to age 19)</td>
<td>100% coverage</td>
<td>50% coverage of the allowed amount</td>
</tr>
<tr>
<td>Space maintainers</td>
<td>100% coverage</td>
<td>50% coverage of the allowed amount</td>
</tr>
<tr>
<td>Sealants</td>
<td>100% coverage</td>
<td>50% coverage of the allowed amount</td>
</tr>
</tbody>
</table>

#### Restorative care and prosthetics (deductible applies)

<table>
<thead>
<tr>
<th>Covered Services</th>
<th>In-network Benefits</th>
<th>Out-of-network Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fillings (customary restorative materials)</td>
<td>80% coverage</td>
<td>50% coverage of the allowed amount</td>
</tr>
<tr>
<td>Oral surgery</td>
<td>80% coverage</td>
<td>50% coverage of the allowed amount</td>
</tr>
<tr>
<td>Periodontics (gum disease therapy)</td>
<td>80% coverage</td>
<td>50% coverage of the allowed amount</td>
</tr>
<tr>
<td>Endodontics (root canal therapy)</td>
<td>80% coverage</td>
<td>50% coverage of the allowed amount</td>
</tr>
<tr>
<td>Inlays and overlays</td>
<td>80% coverage</td>
<td>50% coverage of the allowed amount</td>
</tr>
<tr>
<td>Restorative crowns</td>
<td>80% coverage</td>
<td>50% coverage of the allowed amount</td>
</tr>
<tr>
<td>Implants</td>
<td>80% coverage</td>
<td>50% coverage of the allowed amount</td>
</tr>
<tr>
<td>Fixed or removable bridgework</td>
<td>80% coverage</td>
<td>50% coverage of the allowed amount</td>
</tr>
<tr>
<td>Full or partial dentures</td>
<td>80% coverage</td>
<td>50% coverage of the allowed amount</td>
</tr>
<tr>
<td>Dental relines or rebases</td>
<td>80% coverage</td>
<td>50% coverage of the allowed amount</td>
</tr>
<tr>
<td>Orthodontics</td>
<td>80% coverage (deductible does not apply)</td>
<td>50% coverage of the allowed amount (deductible does not apply)</td>
</tr>
</tbody>
</table>

Emergency services are covered at the same benefit level as non-emergency services. See Certificate of Coverage for specific plan limitations.
Flexible spending accounts (FSA) or pre-tax benefits

The FSA benefits offered by SEGIP can provide you with substantial tax savings by paying your health and dental plan premiums, eligible dependent day care, out-of-pocket medical or dental, and transportation expenses with pre-tax dollars. Since your taxable income is reduced for social security, federal and state taxes, so are the taxes you pay. Since you pay less in taxes, your net income may be greater. Many employees can save a substantial amount.

The FSA benefits are available to employees paid through the State’s Central Payroll. Employees of other organizations participating in SEGIP, paid through an independent payroll system, may have similar benefits. Ask your Human Resources office about the availability of FSA plans.

It’s important to understand how pre-tax plans work so that you can take full advantage of the benefits available to you. One important rule to understand is the IRS “use or lose” rules. Because of the tax advantages of the pre-tax benefits, contributions to Dependent Care (daycare) pre-tax expense accounts that remain unclaimed by the end of a year will be forfeited. The Medical/Dental Expense Account (MDEA) will include a $500 Carryover. This added benefit allows a participant to Carryover up to $500 of unreimbursed money from your MDEA account over to the next plan year. The Carryover funds can be used for expenses in the next plan year. Any funds in excess of the allowed $500 Carryover are subject to “Use or Lose” rules. The plan intends to use the Carryover feature while allowed by the IRS. Please see the 121 Benefits website for greater detail at: http://www.121benefits.com/. Be sure you fully understand these risks before you enroll in a pre-tax account.

Participation in the pre-tax benefits program has no effect on future state retirement pension benefits. Your retirement and disability benefits are always figured based on your gross salary, not your reduced taxable salary. However, your Social Security benefits may be slightly reduced because you’re paying less in Social Security (FICA) taxes.

Health and Dental Premium Account
As an active employee on payroll, the Health and Dental Premium Account (HDPA) allows you to pay your share of MN Advantage Health Plan and State Dental Plan or State of Minnesota HealthPartners Dental Plan premiums for yourself and your qualified dependents with pre-tax dollars. You are automatically enrolled in this program when you sign up for insurance and all enrollment arrangements are made by your employer. No forms are necessary unless you choose to waive your right to this benefit and pay your premiums on a post-tax basis.

Dependent Day Care Expense Account
The Dependent Care Expense Account (DCEA) allows you to pay for certain dependent care (daycare) expenses with up to $5,000 of pre-tax dollars. You participate in this program by enrolling during Open Enrollment. New employees must enroll within 35 days of employment, re-hire or reinstatement or within 35 days of the print date of their enrollment packet. Employees who become insurance eligible mid-year must enroll within 30 days of becoming eligible or within 30 days of the print date of their enrollment packet. You must enroll each year during Open Enrollment for each plan year in which you wish to participate.
Medical/Dental Expense Account

The Medical/Dental Expense Account (MDEA) allows you to pay for certain unreimbursed medical, dental, vision, and over-the-counter expenses with up to $2,600 of pre-tax dollars. You participate in the program by enrolling during Open Enrollment. New employees must enroll within 35 days of their employment, re-hire, or reinstatement, or within 35 days of the print date of their enrollment packet. Employees who become insurance eligible mid-year must enroll within 30 days of becoming eligible or within 30 days of the print date of their enrollment packet. You must enroll each year during Open Enrollment for each plan year in which you wish to participate. There is a minimum annual enrollment amount of $100 in the MDEA.

Pre-tax Debit Cards

The Benny Card contains the value of your annual MDEA election amount and Health Reimbursement Arrangement (HRA) amounts (when applicable). You can use the debit card to pay for qualified medical expenses not covered by your health insurance. The Benny Card automatically deducts the costs of your eligible expenses from your MDEA (or HRA when applicable).

Enrollment in an MDEA account during the annual Open Enrollment will allow you to take advantage of this convenient method for expense reimbursement.

Transit Expense Accounts

The Transit Expense Accounts (TEA) allows you to pay for certain costs associated with your work related commute with pre-tax dollars. The Transit Expense Account-Parking covers out of pocket parking fees. You may contribute up to the Federal/State maximum (see the administrator’s Website at: http://www.121benefits.com/ for current annual/monthly limits). The Transit Expense Account-Bus Pass/Vanpool covers out of pocket bus pass, light rail or vanpool expenses. You may contribute up to the Federal/State maximum allowed.

You may enroll at any time and you may make monthly changes. Unlike the MDEA and DCEA, funds left in your account at the end of the year may be carried forward to the next year, provided you re-enroll in the plan for the next year either during the annual Open Enrollment or prior to the start of the new plan year. The minimum annual election is $50.

Payroll Deducted Transit Accounts

These accounts allow you to pay for payroll-deducted parking and bus pass expenses with pre-tax dollars. If you have parking or bus pass deductions from your paycheck, you are automatically enrolled in the Payroll Deducted Account.

You must enroll each year in the Medical/Dental Expense Account, the Dependent Care (daycare) Expense Account, and the Transit Expense Accounts during Open Enrollment. The payroll-deducted premium and transit accounts continue from one year to the next.

Limited Purpose MDEA and HRA

A limited purpose MDEA is a savings option for employees who are enrolled in a Health Savings Account (HSA). The limited purpose MDEA works the same way a standard MDEA does: pre-tax, “use it or lose it” elections, and expenses must occur within the plan year. The difference is that
it limits what expenses are eligible for reimbursement. In a limited purpose MDEA, you can only submit claims for eligible vision, dental or preventative medical expenses.

SEGIP members participating in the ACDHP are only eligible for a limited purpose MDEA. ACDHP participants must also classify their HRA as limited purpose. This also applies to SEGIP members that participate in an HRA. Additionally, SEGIP members covered by a spouse participating in a high deductible health plan and HSA with their employer are only eligible to participate in a limited purpose MDEA.

For more information about the pre-tax benefits and the Benny Card, contact your plan administrator:

**121 Benefits**
121 Benefits
730 2nd Ave. S., Ste. 400
730 Building
Minneapolis, MN 55402-2466
(612) 877-4321
(800) 300-1672
(612) 877-4322 (fax)
http://www.121benefits.com/
New Employee Checklist

Welcome to the Department of Administration! Here is a checklist that will help ensure that you are prepared for your first days as a new state employee.

Advance Preparation

- Confirm salary and start date/time with your manager.
- Complete On-Boarding forms (received from Human Resources) online.
- Make sure that you have been in contact with your manager and know where to park/where to meet on your first day.
  
  Parking Information for State Employees https://mn.gov/admin/government/buildings-grounds/parking-transportation/parking/

  Metropass Bus Card Program for State Employees
  https://www.mn.gov/admin/government/buildings-grounds/parking-transportation/alternative-transportation/

What to Expect on Your First Day

- Meet co-workers/work unit, including individuals working in other divisions/work units who will be working with you.
- Sign the position description, one copy is yours to keep and one is to be forwarded to Human Resources. Discuss expectations and any questions about the position.
- Discuss the division’s organizational chart and how it relates to the Department of Administration with your manager.
- Ensure a time has been arranged for you to meet with the HR office in order to complete the I-9 (Immigration & Naturalization) form, etc.
- Attend a New Employee Orientation Meeting (every other Wednesday, from 2pm-4pm in the Human Resources Office – 201 COB).
- Review computer set-up (email; how to reserve conference rooms; specific databases, etc).
- Review how to operate machines (photocopier, fax, printers, etc)
- Go to Capitol Security to obtain an employee identification card.
- Tour the building/work area (how to use access card, restrooms, break rooms, supply room, conference rooms, fire exits/stairwells, mailbox, etc).
- Review telephone numbers and how the phone works.
- Review formal work hours (starting & quitting times, importance of attendance and punctuality, lunch and break times, etc).
- Review how to request time off (how and to whom absences are reported, call-in procedures when ill, vacation scheduling, if applicable).
- Review where and how to enter timesheet data; review payroll schedule.
- Review emergency procedures (building procedures, fire evacuation procedure, weather emergencies, etc).
- Schedule regular opportunities to check-in with your manager to get feedback on performance for first 3-6 months.
Within two weeks of start date

- Review the probationary period and performance reviews during the probationary period. (if applicable)
- Start making your benefit selections (must be done with 35 days of your first day of work).
- Read the Sexual Harassment Prohibited training. Sign and date page 5, then send your completed certificate to hr.mmb.services@state.mn.us.
- If you haven’t already, make sure you have completed/signed/turned in your Code of Conduct form.
- If this is a supervisory position and you have never attended the State required Supervisory Core Training, you must arrange to attend this training prior to completing the probationary period.
- If this is a managerial position and you have never attended the State required Managerial Core Training, you must arrange to attend this training prior to completing the probationary period.

Be sure to notify your supervisor or manager if any of the items on this checklist are not covered as you get started at Admin. If you have any questions regarding the steps outlined in this document please feel free to email ADMIN HR.
Useful Websites

Minnesota Department of Administration
https://mn.gov/admin/

State of Minnesota Portal
https://mn.gov/

Minnesota Management and Budget
https://www.mn.gov/mmb/

Department of Admin Human Resources
https://mn.gov/admin/employees/hr/

Minnesota Office of Continuous Improvement
https://mn.gov/admin/government/continuous-improvement/

Enterprise Learning and Development Courses
https://mn.gov/mmb/eld/

Labor Relations Information
https://mn.gov/mmb/employee-relations/labor-relations/

Parking Information for State Employees
https://mn.gov/admin/government/buildings-grounds/parking-transportation/parking/

Metropass Bus Card Program for State Employees
https://www.mn.gov/admin/government/buildings-grounds/parking-transportation/alternative-transportation/

Maps of State Capitol Campus
https://mn.gov/admin/government/buildings-grounds/maps/

Cafeteria Locations and Menus
https://mn.gov/admin/government/buildings-grounds/building-management/cafeterias/

Employee Self Service
https://www.state.mn.us/employee

Employee Webmail (Outlook Web Access)
http://outlook.office365.com/

State Employee Directory (White Pages)
https://mn.gov/portal/whitepages/

MN.IT Mall (Ticketing System for IT Service Desk and Requests)
https://mn-itservices.us.onbmc.com/